

Director, Financial Operations
Old Dominion University

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Posted Aug. 2, 2024, set to expire Dec. 2, 2024

Job Title	Director, Financial Operations
Department	DEAN HEALTH SCIENCE
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management
Job Website	https://jobs.odu.edu/postings/21252
Apply By Email	
Job Description	

Job Summary

The Ellmer College of Health Sciences Director of Financial Operations oversees multiple general administrative strategic, tactical, and/or operational areas including but not limited to Strategic Planning, Finance, Human Resources, Facilities, and/or Information Technology in order to ensure compliance with university policies and procedure in financial reporting and management.

Provides guidance to the dean, associate deans of the college, and its constituent school chairs.

- ***Master's degree in Business Administration, Public Administration or Accounting in a related field of study.***
- Working knowledge of higher education financial systems and accounting practices.
- Keen understanding of state and federal policies and procedures related to higher education/governmental agencies.

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- Effective customer service and problem solving/decision making skills.
- Ability to analyze large data sets, summarize and present financial and narrative information clearly.
- Strong interpersonal skills and excellent oral and written communication skills. Demonstrated management ability and leadership skills.
- Demonstrated ability to work independently; meet strict deadlines; make sensible recommendations and decisions; and maintain the utmost confidentiality involving matters of a sensitive nature.
- Extensive experience using Banner or other university related student/financial applications.
- Considerable experience in financial management and administration, strategic planning, budgeting and financial analysis planning. Microsoft Office (proficient in Excel).

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact